



Dedicated since 1891 to the furtherance of making the record through to and including today's hi-tech and shorthand technology in the province of Ontario.

CSRAO FALL NEWSLETTER



PLEASE JOIN US FOR YOUR ANNUAL CSRAO CONVENTION

Our annual CSRAO Convention is being held on October 27th at the Hyatt Regency, 370 King Street West, Toronto. Our theme for this year is "A trip around the world." .

Time	Event
8:30 - 9:25	Continental Breakfast and Registration
9:25	CSRAO President's Opening Comments
9:30 - 11:00	A Trip Around the World Panel - Part 1
11:00 - 11:15	Morning Break
11:15 - 12:30	A Trip Around the World Panel - Part 2
12:30 - 2:30	Lunch and AGM
2:30 - 3:00	"International" Quiz Time - with Prizes!
3:00 - 3:30	Connectify Presentation
3:30 - 3:45	Afternoon Break
3:45 - 4:15	Yoga Presentation
4:20	Closing Remarks HOLIDAY DRAW Did you pack your bags already???

Go to CSRAO.net to register with Paypal or pay at the door. We look forward to giving our members the opportunity to reunite with one another and catch up on the special friendships that we form in this profession.

The Importance of Association

Why be a part of the CSRAO?

Dictionary.com defines “association” in many ways:

1. an organization of people with a common purpose and having a formal structure.
2. the act of associating or state of being associated.
3. friendship; companionship.
4. connection or combination.
5. the connection or relation of ideas, feelings, sensations, etc.; correlation of elements of perception, reasoning, or the like.”

When I think of the Chartered Shorthand Reporters’ Association, I can relate these definitions to why it’s essential that shorthand reporters in Ontario “associate” with this group.

1. The CSRAO represents a group of people who share a common purpose – to provide a verbatim transcript of various proceedings and voice-to-text communication access for those with a hearing loss – whether in court, in discoveries, in hearings or interviews, meetings or events – in a timely way, delivered with the utmost professionalism. The CSRAO’s purpose is to educate its members, to provide the public and the legal profession with independent testing and accreditation of its members in an unbiased and neutral way, to provide those accessing our services a measure of baseline quality that has been independently tested and assessed, and to represent its members’ interests.
2. While attending CSRAO events, one undertakes the act of associating – with like-minded professionals, with friends and colleagues, and with those new to the profession looking for guidance and mentorship. When supporting the CSRAO at events or otherwise, one is associated with a group whose clear vision is that of creating a professional, accurate, highly readable record through highly skilled, accredited service providers – shorthand court reporters and CART/captioning writers.
3. There is no doubt that the CSRAO provides a place for old friends to get together, for Fellows and Associates to catch up with one another and share information – from technology to great shorthand outlines – and to provide a place where one doesn’t have to feel the isolation many reporters and captioners do as a result of our work.
4. Another wonderful thing about our “association” is the connections it can establish. All professionals know that networking is one of the crucial keys to success. By attending events and participating in workshops or writing articles for our journal, court reporting and captioning professionals can spread their wings, let others know they are out in the field and open new doors.
5. As a student of court reporting, “associating” with the members of the CSRAO will provide you with encouragement, a wonderful learning experience and an ability to begin to network with employers in the industry. It can also provide you with the opportunity to create a mentorship relationship – an opportunity that is invaluable to correlate your education to real life as a guardian of the record or as someone’s “ears.”
6. Lastly, the CSRAO provides a wonderful venue to share ideas around our profession and to also share our feelings about our experiences – whether it’s

how to deal with a difficult client, how to be sensitive to the needs of a hard of hearing individual, or how to help a student get over a hump at a certain writing speed. It is a place for sharing concepts and technology, and a place to shape our place in the legal industry.

So if you haven't joined this "Association", I would highly encourage you to do so! You've got nothing to lose and everything to gain

Kimberley Neeson, RPR, CRR, CSR, CCP, CBC, Realtime Systems Administrator, is President of Neeson & Associates and a former President of the CSRAO.

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25 Awesome Gadgets for \$50 or Less

By [Liviu Oprescu](#), PCWorld

You know that great feeling you get when you buy something and it blows away your expectations?

http://www.pcworld.com/article/260468/25_awesome_gadgets_for_50_or_less.html#tk.nl_dgx_h_cbintro

IF I KNEW THEN WHAT I KNOW NOW...ABOUT SPEED BUILDING.

By Rachel Rosenberg, CSR, contributing writer

Working reporters who have achieved their official speed qualifications as recognized by Canadian and U.S. licensing bodies (CSRAO, Chartered Shorthand Reporters Association of Ontario; NCRA, National Court Reporters Association) have developed various approaches to further increasing their speed level and/or maintaining speed. While some do speed tapes before taking a job, others practise with television or digital dictation at home.

All to the good, but actually developing that basic speed in the first place is the tricky part. The nuts and bolts of developing speed go beyond simply bashing at the keyboard during each practice dictation, with fingers crossed, and "hoping it will go better this time".

As with any technique from learning to play the violin or perform a sport, the devil is in the details, and it is the details you must pay attention to in order to improve at any endeavour you undertake. The explanation of how to "pay attention to the details" is the tricky part. People interpret instructions differently, and what has resonance to one person's intellectual understanding may not get through to someone who learns things more by "feel". So here are some tidbits picked up by one reporter who is self-taught, or at least taught with a minimum of instruction - that is, with only a machine and a manual, followed by several with the late Harold Mason, former Superior Court reporter.

For certain, if you don't know your outlines well they won't come automatically. Like they say, if you can't write it slow, you won't write it fast. The question is how to do that, how to ensure you are as certain of your theory as you should be.

If you're dropping words constantly during practice, perhaps you aren't as familiar with your keyboard as you think you are. Again, how do you do that?

My answer? Slow practice.

Rule #1: KNOW YOUR KEYBOARD!

Because you write shorthand by using your mind to direct your fingers, you need to be confident in where your fingers should go. It's not enough to know intellectually where initial F and final F are. You need to immediately feel where they are in combination with other vowels and consonants. The only sure way to do this is to know your "sound chunks".

The approach that worked best for me was to put dictation aside and work strictly with the keyboard to ensure I felt comfortable with how to put the theory together into syllables and words.

For example, you may find that you or your fingers have difficulty quickly finding and distinguishing between various key combinations, i.e., N versus M, K versus W (as in "could" and "would"), et cetera.

As a make-your-own exercise, try just sitting down with the keyboard and going over these differences quietly and deliberately to help burn the finger positions into your memory and automatic muscle memory responses. Every day for a few months start your practice sessions by striking, for example, FR, FL, FR, FL (TPR, TPRH, TPR, TPRH) whilst saying them aloud.

The exercise would go like this:

FR, FL, FR, FL, for as long as you wish.
GR, GL, GR, GL. BR, BL, BR, BL. N, M,
N, M. N, Y, N, Y.

Make up as many combinations as possible. Make them up on your own to force your mind to work and really understand where the combinations are and how they fit together. Make longer and longer combinations as you become more familiar with this way of practising. This will truly make you understand and remember the keyboard.

Then add vowels, so FRY, FLY, FRY, FLY, GROW, GLOW, GROW, GLOW, BREW, BLUE, BREW, BLUE. KIT, WIT, KIT, WIT. NITWIT. (Well, you have to have a little humour.)

Start working with the left side of the keyboard since that's where words, syllables and/or

phrases start. If you can't get a word started, you won't finish it, and you'll get off track of what you're taking down.

Make up as many combinations as you can on your own.

Experiment with vowel combinations to nail them down. Say them aloud as you strike them repeatedly back and forth. AU, OE, AU, OE, AU, OE. AU, EE, AU, EE. Then add consonants and/or endings, e.g., ought, oat, ought, oat, and ought, heed, ought, heed.

As well as doing the above silently I would say the groupings and combinations out loud as I struck them. Thank goodness there are no recordings of me going FR, FL, FR, FL and sounding like a dolt. But it all helped drill the shorthand combinations into my head.

As a reward, after doing the above I would take newspapers and try to write and rewrite sentences and paragraphs from the newspaper. I would try to get fast on combinations where I could so that combinations that slowed me down could be compensated for by the areas where I was gaining speed. Create speed where you can this way and the slow parts will disappear over time.

With more confidence that you know where the words and sound chunks are in the keyboard, the less tied up your fingers and mind become so that you can approach real dictation with a more positive outlook, one that feels delight in the outlines you do get down, less anxiety over the ones you don't (because you have a new tool for ferreting out problems), ensuring that the amount of good and accurate shorthand you produce increases while problem areas decline.

The job of a student is to thoroughly know the keyboard and then to increase speed. You won't write all words at the same speed, but get faster, stroke faster on the syllable combinations and words that you can.

And don't awful-ize over your shorthand failings. Take a very cold, calculating approach to learning the basic bits of shorthand, i.e., where the sound chunks are. The good parts of your writing can then increase more easily.

This is one reporter's view. Students should feel free to ask working reporters about their memories of speed building and tricks they developed over the years to deal with what is, after all, one of the most basic and challenging parts of learning to be a good and useful shorthand writer/court reporter.

TKPWAOD HRUBG!

LAW TIMES

Editorial: Court reporters treated unfairly

Monday, October 15, 2012 | Written by Glenn Kauth

A rather strange case over how many pages court reporters should be able to type, whether their work producing transcripts falls under their collective agreement, and the benefits flowing from a determination on that issue is still dragging on despite a six-year-old ruling against the Ministry of the Attorney General's treatment of those employees as independent contractors.

<http://www.lawtimesnews.com/201210159367/Commentary/Editorial-Obiter-Court-reporters-treated-unfairly>

Technology and the Reporter



With more and more people opting for tablets, here are some options for Eclipse and Stenograph users.

ThinkPad 2 Tablet: Reporting on the Go!

[As taken from the e-tips Newsletter August 2012 with permission from Keith Vincent]

Since Windows 8 is coming in October, you may be wondering what kind of cool new devices will be released at that time. Let's look at the new tablet I've been anxiously awaiting, the ThinkPad Tablet 2 by Lenovo. ThinkPad 2 stands out from other tablets such as the iPad and Androids because it's made for professional use and will run Windows programs. First off, it has a bright 10.1" 1366 x 768 display. It weighs 1.5 pounds (the iPad weighs 1.3 pounds). It is .39 inches thick (versus .34" for the iPad). It is basically just a little bit heavier and a little bit thicker than the iPad. What do you get as a tradeoff? You will have the ability to run your full desktop programs such as Eclipse and Microsoft Office. This is huge because it means that this tablet can be used for all of the things you've been using your laptop for but it is extremely portable and compact. You will also find the sturdy ThinkPad design is something you can depend on. For Internet connectivity it includes Wi-Fi with LTE as an option. There are dual-array microphones, headphone/microphone jack, front and back side cameras, an SD card slot and micro-HDMI. The ThinkPad 2 has one USB port and one micro-USB port. Due to the one USB port if you want to use it with Eclipse, you will really want to look into the new keyless Eclipse version being released. The battery life is said to be 10-plus hours. There are also some great accessories coming out for it such as a keyboard dock that turns it into a little laptop complete with the iconic ThinkPad red pointing stick, left and right mouse buttons and with the great keyboard that ThinkPads are known for. It is basically the same keyboard as used on the newer ThinkPad ultrabooks (thin and light laptops). There is also a standard dock with 3 USB ports on it. An important consideration when making a purchasing decision is that Windows 8 will have full featured versions and a stripped-down version. Windows 8 Professional is the version that you need to get if you want to use your CAT system and other desktop programs with your new tablet. In contrast, there is Windows RT which does not

have desktop mode and will not run full Windows programs. Windows RT is designed to run apps like the iPad and Droids but will not run Windows programs such as Eclipse, a very important distinction to keep in mind. With the Windows 8 tablet that I have been beta testing, one of the things that I love to do is proofreading transcripts. I can get by without the keyboard quite well because it is reading intensive. If I need to make a quick correction or add something, the on-screen keyboard is fine. You can also use a Windows 8 tablet as a second monitor for your laptop or desktop when you are back at your desk or even connected to a laptop for realtime. Also keep in mind that while the new Windows 8 Professional tablets coming out will run the typical programs you've had on your laptop, they are not meant to be used as your primary computer. While I can see someone taking one of these out on the job for realtime work, I believe that you would be best suited to use a laptop or ultrabook. If you do not have the money in your budget for a laptop and tablet, the laptop should be your first choice. These new Windows 8 tablets coming out are best used as an adjunct to your primary laptop or desktop where you will do the majority of your transcript production work. That said, I do believe that the ThinkPad 2 may well be the Windows tablet that professionals have been waiting for.

http://www.kvincent.com/Tip_121.pdf



Stenograph, the world's leading manufacturer and marketer of shorthand machines and computer-aided transcription software, introduced iCVNet, its Apple iPad app based on their popular CaseViewNet realtime transcript viewer.

The extremely intuitive, and free, app provides attorneys and judges instant viewing of realtime

deposition and trial transcripts on an iPad. Attorneys and legal professionals can connect to a Case CATalyst® court reporter's secure WiFi network to receive, view, mark, search and email transcripts.

With iCVNet attorneys and judges will follow along with the proceedings, mark important lines of testimony, and at the reporters discretion, can email a copy of the realtime transcript to themselves for later viewing in various compatible formats (TextMap®, LiveNote®, Summation®, etc.) iCVNet offers Rapid Refresh which instantly updates the iCVNet transcript as reporters make changes to any previous testimony in Case CATalyst.

With iCVNet, Stenograph provides reporters yet another state-of-the-art tool that positions them to be the preferred reporter of choice in interactive, realtime solutions.

The iPad app compliments Stenograph's existing line of wireless, interactive realtime technology solutions, including the Diamante® writer, Case CATalyst software, and various network router solutions. The free app is available online at Apple's app store by searching for iCVNet. For more information on iCVNet, please visit stenograph.com.

Your Dues...



YOU CAN NOW PAY ONLINE

Go to CSRAO.net for more information

Your membership fee for 2012 is now due. For those who have submitted your dues, thank you and hopefully you have received your receipt. Please help keep the CSRAO tradition alive by supporting your professional community. We appreciate and value your membership.

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